

# SUPERIOR COURT OF CALIFORNIA, COUNTY OF KERN

[www.co.kern.ca.us/Courts](http://www.co.kern.ca.us/Courts)



## EMPLOYMENT OPPORTUNITY

### Superior Court Legal Process Clerk Trainee/I/II

Trainee: \$1913-\$2335, monthly approximate

Level I: \$2167-\$2645, monthly approximate

Level II: \$2430-\$2967, monthly approximate

Exam # 0074

**FILING DATE: APPLY IMMEDIATELY.** Applications will be accepted until cancellation of this notice which may occur at any time with or without notice. Resumes will not be accepted in lieu of applications. Typing certificates must accompany application.

**APPLY ONLINE AT [www.co.kern.ca.us/courts](http://www.co.kern.ca.us/courts). IF APPLYING ONLINE, TYPING CERTIFICATE MUST BE FAXED TO 661/861-2207. PLEASE NOTE EXAM # ON CERTIFICATES.**

#### MINIMUM QUALIFICATIONS:

**Trainee:** One (1) year of full-time paid clerical experience. Knowledge of: general clerical and record-keeping practices and procedures; proper telephone etiquette; alphabetical, numerical and chronological sequences; and proper English usage, grammar, spelling, and punctuation.

**Level I:** One (1) year of full-time paid experience performing clerical duties requiring knowledge of legal documents and court processes, and the ability to apply rules and procedures pertaining to legal actions or any equivalent combination of training and experience. Qualifying experience would typically be attained in a court, law enforcement-related agency, or in a private attorney's office. Knowledge of: General clerical, legal, and financial record-keeping practices and procedures; proper cashing methods and practices; proper office methods and procedures; proper English usage, grammar, spelling, and punctuation.

**Level II:** Two (2) years full-time paid experience performing clerical duties requiring knowledge of legal documents and court processes, and the ability to apply rules and procedures pertaining to legal actions, or any equivalent combination of training and experience. Qualifying experience would typically be attained in a court, law enforcement-related agency, or in a private attorney's office. Knowledge of: procedures and terminology used to properly perform assigned Superior Court legal processing activities and operations; laws, codes, and regulations governing Superior Court legal processing procedures within area(s) of assignment; procedures, commands, and use of computerized record keeping and processing systems used by the Superior Court.

**All Levels require a certificate verifying keyboarding speed of 35 net wpm. If applying online, typing certificate must be faxed to 661-868-4634.**

Bilingual (English/Spanish) candidates are encouraged to apply. Applicants who wish to be considered for bilingual employment must submit a Bilingual Certificate issued by an authorized agent by the filing deadline. Employees who occupy positions designated as bilingual are paid dependent upon their required level of proficiency and utilization of skills.

#### ESSENTIAL FUNCTIONS:

##### **Trainee:**

- Learns to receive and examine legal documents for accuracy, completeness, and conformity to requirements.
- Assists with the preparation of documents and exhibits; files and sorts legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties.
- Assists with providing information regarding court procedures and legal filing processes; explains fees and fines; and assists individuals in locating material and information.
- Learns to verify, enter, retrieve, correct, and update information in a manual or automated record keeping system.
- Learns to accept fines and fees; makes appropriate journal entries; issues receipts and balances cash drawers.

- Assists with duties in support of jury activities such as drawing jury pools, qualifying jurors, and keeping records on juror compensation.
- Operates a variety of office machines and equipment.
- Prepares and sends a variety of routine correspondence.
- All other job-related duties as required.

**Level I/II:**

- Receives and examines legal documents for accuracy, completeness, and conformity to requirements; returns unacceptable documents; affixes seals and stamps to endorse, certify, and/or file documents
- Prepares and maintains documents and exhibits; files legal documents and related case materials; retrieves and delivers files and documents to court or appropriate parties
- Provides information regarding court procedures; answers inquiries and explains legal filing processes; explains fees and fines; assists individuals in locating material and information
- Verifies, enters, retrieves, corrects and updates information in manual or automated record keeping systems
- At the direction of a judge, prepares and issues legal orders such as warrants, writs, orders, subpoenas, abstracts, and other official documents on behalf of the court; recalls warrants, exonerates bail, prepares judgments, and dismisses or seals cases in accordance with established codes and court procedures
- Prepares a variety of documents related to court operations including court minutes, court calendars, notices of hearings, court appearances, or petitions; coordinates the flow of documents necessary for court assignments
- Accepts fines and fees; makes appropriate journal entries; issues receipts and balances cash drawers
- Performs duties in support of jury activities such as drawing jury pools, qualifying jurors, and keeping records on juror compensation
- All other duties as assigned.

**APPRAISAL (Weight 100%):** of training, education, experience, interest and personal fitness for the work based on any combination of the following: Investigation, written exam, oral exam, and rating of application. Only the most qualified candidates, based on submitted application materials, will be accepted. All applicants meeting the minimum qualifications are not guaranteed advancement to the interview phase of the examination. The Court does not discriminate against the disabled. Please advise the Human Resources Department if you will require special accommodation to participate in the examination.

Following an offer of employment, you will be required to submit to physical, substance abuse, and/or background screenings at Court expense.

**CONTACT INFORMATION:**

Attn: Human Resources  
Superior Court of California, County of Kern  
1415 Truxtun Ave, 2<sup>nd</sup> floor  
Bakersfield, CA 93301  
PHONE: 661-868-4957  
FAX: 661-861-2207  
E-MAIL: WMHR@kern.courts.ca.gov

The provisions of this bulletin do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice. The Court also reserves the right to change the selection process to be used at any time during the process of this recruitment. Candidates should not assume that their inclusion in the examination process guarantees appointment to Court vacancies.

Please note: This job bulletin is not a complete job description.

MRM: 2870, 2871, 2872  
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